

DRAFT

**Minutes
Windsor Town Council Meeting
Town Hall
July 22, 2010**

The Windsor Town Council met in regular session on July 22, 2010 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. She asked for anyone with cell phones to please turn them off. She asked the Clerk to call the roll. Robin Hewett, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Interim Police Chief Reynolds, Dennis Carney, Planning and Zoning Administrator, and Joshua Pretlow, Jr., Town Attorney were present.

Council members present:

- J. Clinton Bryant
- N. Macon Edwards, III
- Patty Flemming
- Wesley F. Garriss
- Durwood V. Scott
- Greg Willis

Mayor Richardson briefly explained a new form for citizens with concerns to fill out if they want to speak or not. She said the forms are located at the podium and at the back of the room along with a basket to put the forms in. She said the purpose of this form is to provide better communication between citizens and Council. She also briefly reviewed the changes to the agenda order and the new item added to the agenda, "Council's Discussion of Citizens' Concerns".

Mayor Richardson asked Vice Mayor Garriss to give the invocation, and Vice Mayor Garriss did.

Public Hearing

None

Delegations, Public Comments, and Citizens Concerns

Kim Gore, 11131 Old Suffolk Road, congratulated the new members of Council. She said she was concerned about the hiring of the new police chief. She said she would like the individual to meet the minimum requirements that are posted for the position. She said she hopes that any officers within the department, that qualify, are being considered for the position. Ms. Gore said she would also like to suggest inviting the new VDOT traffic engineer representative to a Council meeting to address safety concerns in Windsor.

Consent Agenda

Mayor Richardson asked for a motion to approve the consent agenda, which included the minutes of the June 8, 2010 Council meeting and the Treasurer's reports. Councilman Scott made a motion to approve the consent agenda as presented. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Vice Mayor Garris asked Mr. Stallings if he would look into having some of the funds in the General Fund checking account moved to certificate of deposits to earn more interest. Mr. Stallings said he would take care of getting the funds transferred.

Police Chief's Report

Interim Police Chief Reynolds said he is giving Council a more detailed report each month and would appreciate any suggestions from Council regarding this report. He said for the month of June there were a total of 149 calls. He said there were a total of 190 traffic stops which resulted in 213 traffic summons. He said the department conducted 169 patrol checks within the Town. He said there is no significant increase in crimes at this time.

Interim Police Chief Reynolds said Officer Tarkington has completed Radar Instructor School, which means the department now has an in-house radar instructor which will help with training costs in the future. He briefed Council on several incidents that have occurred within the Town that are on-going.

Interim Police Chief Reynolds said the DCJS Grant is in the final stages of completion and will help the department tremendously. He said he is also working on the planning and design of the Windsor Police Department Auxiliary Program, which will increase officer safety and decrease overtime for the department. He said he would be glad to speak with anyone regarding the auxiliary program.

Mayor Richardson said the auxiliary program sounds like a great plan. She said she has talked with Interim Police Chief Reynolds about the program and is excited about saving the Town money and being able to increase police protection at the same time.

Council's Discussion of Citizens' Concern

Mayor Richardson thanked Ms. Gore for her concerns and asked Mr. Stallings to relay her concerns regarding the hiring of the police chief to the panel for consideration. Mr. Stallings said he would pass the information on to the panel.

Mayor Richardson asked Mr. Stallings to contact the VDOT representative, Mr. Scott, to see if he could attend the August or September Council meeting. Mr. Stallings said he would contact Mr. Scott to see when he is available. He said there may also be another individual from the Franklin VDOT office attending the meeting as well who handles the road maintenance issues in Windsor.

Mayor Richardson said she had a concern brought to her attention about the large holes on Joynertown Lane. She said she would suggest to Council to ride down this road to see exactly what she is referring to. She asked Mr. Stallings to review previous minutes to see when the road was paved by the Town. Mr. Stallings said to his knowledge Joynertown Lane is a private road with no right-of-way. He said the road is a privately maintained road. He said to have the road brought into the VDOT system it would have to be brought up to VDOT standards which would require funding from the Town or residents. Vice Mayor Garris said Council did not take any action on paving Joynertown Lane. He said a contractor voluntarily paved the road when the sewer system was installed. Mr. Stallings said he would search the minutes to double check the information.

Councilwoman Flemming said she had a citizen come to her regarding the new water system on Old Suffolk Road/Tyler Drive. She said their concern is they are not going to get enough notification from the Town. Mr. Stallings said the Town will send a letter to the residents with all the necessary information regarding the new water system. He said this will also be coordinated with the Creasons. He said he is working with the Town Attorney regarding the contract with the Creasons. Mr. Stallings said the agreement with the Creasons will be worded such that they cannot cap the wells and turn the water off until all residents are on the Town water system.

Town Manager's Report

Action List

Mr. Stallings said Council asked him to provide an action list each month that provides the status of requests made by Council or individual Council members as well as citizens. He said the action list for July is included in the Council packets for Council's information.

Post Office

Mr. Stallings said at the July 8th work session, Council directed him to ask a representative from the United States Postal Service (USPS) to meet with Council to discuss the current USPS facility in the Town of Windsor as well as the future of the USPS in Windsor. He said he contacted Mr. Paul Frye with the USPS and Mr. Frye asked for a formal request by letter.

Mr. Stallings said after consulting with the committee that was appointed to assist with this item, he drafted and sent the enclosed letter to Mr. Frye. He said he will keep Council informed of any response he receives from the request.

Mr. Stallings said he also contacted Congressman Forbes' office regarding the matter, and they expressed an interest in attending the meeting when it occurs.

Mr. Stallings said all letters received by him have been included in the Council packet for Council's review.

Sidewalks

Mr. Stallings said the County, at an Intergovernmental meeting, informed the Town that there is approximately \$205,000 in its six-year improvements plan for piping and drainage in the Town of Windsor. He said they have indicated that the funds can be used for sidewalks within the Town. He said Council directed him to develop a plan for extending sidewalks down Route 460 to the Food Lion shopping center. He said the map that is in the Council packet shows all existing sidewalks in red, the sidewalks that are under development with stimulus funds in orange, and the proposed sidewalks in green (down Route 460). Mr. Stallings said if this plan is satisfactory to Council, he will forward it to Isle of Wight for their approval. He said once the plan is approved by Isle of Wight, we will begin working with VDOT on this project. He said the majority of the money would probably be spent on engineering and right-of-way instead of actual construction, due to the costs of these items. He said he did not anticipate that a lot of the sidewalks would be constructed because of the high costs.

Mayor Richardson said Council has indicated that it would like to discuss how the money is used toward the engineering and construction of the sidewalks. She suggested maybe doing some engineering and some sidewalk construction. Mr. Stallings said the project can be done in phases if that is the pleasure of Council.

Councilman Edwards made a motion to send the proposed map for sidewalks to Isle of Wight County for their review and approval. Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Mr. Stallings updated Council on the status of the sidewalk project being funded by the stimulus funds. He said there are more certifications with this project than will be with the other project because it is funded with Federal moneys.

Calendar of Events

Mr. Stallings said the calendar of events is included in the Council packets for Council's information.

Other

Mr. Stallings said he received a "thank you" note from former Mayor Crocker thanking Council and staff for the appreciation dinner. He said the note will be in the town office for anyone wishing to read it.

Town Attorney's Report

No report.

Mayor's Report

Mayor Richardson said she has received the minutes from the Isle of Wight County Board of Supervisors meeting, and they will be in the town office for anyone wishing to review them.

Mayor Richardson said she would like to remind Council of the annual VML conference in October. Mr. Stallings said the registration forms were mailed today.

Mayor Richardson said Planning Commission has undertaken rewriting the Town Zoning Ordinance and Mr. Carney will update more on this later. She said the next Planning Commission meeting is scheduled for July 28th and would invite Council to attend to listen to the discussion.

Economic Development Authority

Councilman Scott reported to Council the items the Authority is currently working on, such as a business brochure for the Town, a Trade Show, and new welcome signs for the Town. He said the Authority is working with the Chamber on a Business Incentive Program to get more businesses in Windsor. He read the agreement to Council. After discussing some concerns with the agreement, Council agreed that the Economic Development Authority should work with the Chamber to tweak the agreement, and then bring the agreement back to Council, at a later date, for its consideration.

Other Reports

None

Planning Commission

Mr. Carney said the June Planning and Zoning report shows that eight zoning permits were issued and 27 notices of violation for inoperable vehicles and tall grass. He said Planning Commission had a very productive work session and has begun the revision process of the Zoning Ordinance. He said no information

has come forth from Napolitano Homes at this time. He said the next Planning Commission meeting is scheduled for July 28, 2010 at 7:00 p.m.

Mayor Richardson commended Mr. Carney for the hard work and good job he has been doing for the Town.

Old or Unfinished Business

Mr. Stallings said at the Council work session, Council briefly discussed hurricane preparedness. He said if it is the consensus of Council he will contact Rusty Chase to come to a Council meeting to talk to Council. He said he would also like to schedule a date for Council to tour the Emergency Operations Center. Council consented to having Mr. Stallings contact Mr. Chase to come to a Council meeting and to schedule a tour date.

Councilman Edwards asked Mr. Stallings if he has an opportunity to get prices for new chairs for the Council Chamber. Mr. Stallings said he will get some prices on chairs for Council's consideration. He said he has talked with the Town Maintenance staff, and they will be painting the Council Chamber.

New Business

None

Vice Mayor Garris made a motion to adjourn. Councilman Willis seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3. The meeting adjourned at 8:10 p.m.

Carita J. Richardson, Mayor

Robin Hewett, CMC
Town Clerk

TOWN OF WINDSOR
RECORD OF
COUNCIL VOTES

Council Meeting Date July 22, 2010

Motion #	Garris	Bryant	Willis	Scott	Flemming	Edwards	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
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